ILLEGIB.

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GENERAL INSTRUCTIONS

FOR INTERNAL USE ONLY

1. DO NOT WRITE ON FACE OF THIS ENVELOPE
2. CLOSE ENVELOPE WITH "STRING AND BUTTON" PROVIDED
3. DO NOT USE GUMMED LABELS OR ADHESIVE TAPES TO SEAL ENVELOPE
4. DO NOT USE [redacted] STANDARD MANILA OR KRAFT ENVELOPES FOR [redacted] TRANSMITTAL OF DOCUMENTS WHEN THE CHAIN ENVELOPE WILL SERVE THE SAME PURPOSE
5. USE THIS ENVELOPE FOR THE TRANSMITTAL OF CLASSIFIED DOCUMENTS. WHEN DEEMED NECESSARY TO DOUBLE WRAP, USE THE CHAIN ENVELOPE AS THE OUTER WRAPPER
6. RETURN THE EXCESS ACCUMULATION OF CHAIN ENVELOPES TO THE NEAREST SUPPLY ROOM FOR REDISTRIBUTION

FOR INTERNAL USE ONLY

COURIER RECEIPT INSTRUCTIONS

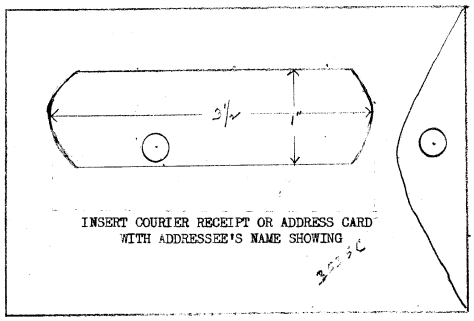
ORIGINATING OFFICE PREPARE IN TRIPLICATE AND RETAIN COPY #3. INSERT COPIES #1 AND #2 IN WINDOW ENVELOPE

RECEIVING OFFICE RECEIPT COPY #1 AND RETURN TO COURIER. WHEN NEEDED, COPY #2 REMAIN IN WINDOW ENVELOPE TO PROVIDE AN ADDRESS FOR DELIVERY TO FINAL ACTION POINT.

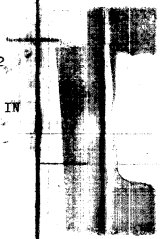
UNCLASSIFIED MATERIAL INSTRUCTIONS

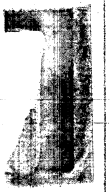
INSERT 3" x 5" ADDRESSED CARD IN WINDOW ENVELOPE.

FOR INTERNAL USE ONLY



INSERT COURIER RECEIPT OR ADDRESS CARD WITH ADDRESSEE'S NAME SHOWING





Property of the U. S. Government
If Found Please Drop in
Any U.S. Mail Box
Box 1925
Washington 16, D. C.

FORM 1138
4-57

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SEE REVERSE SIDE

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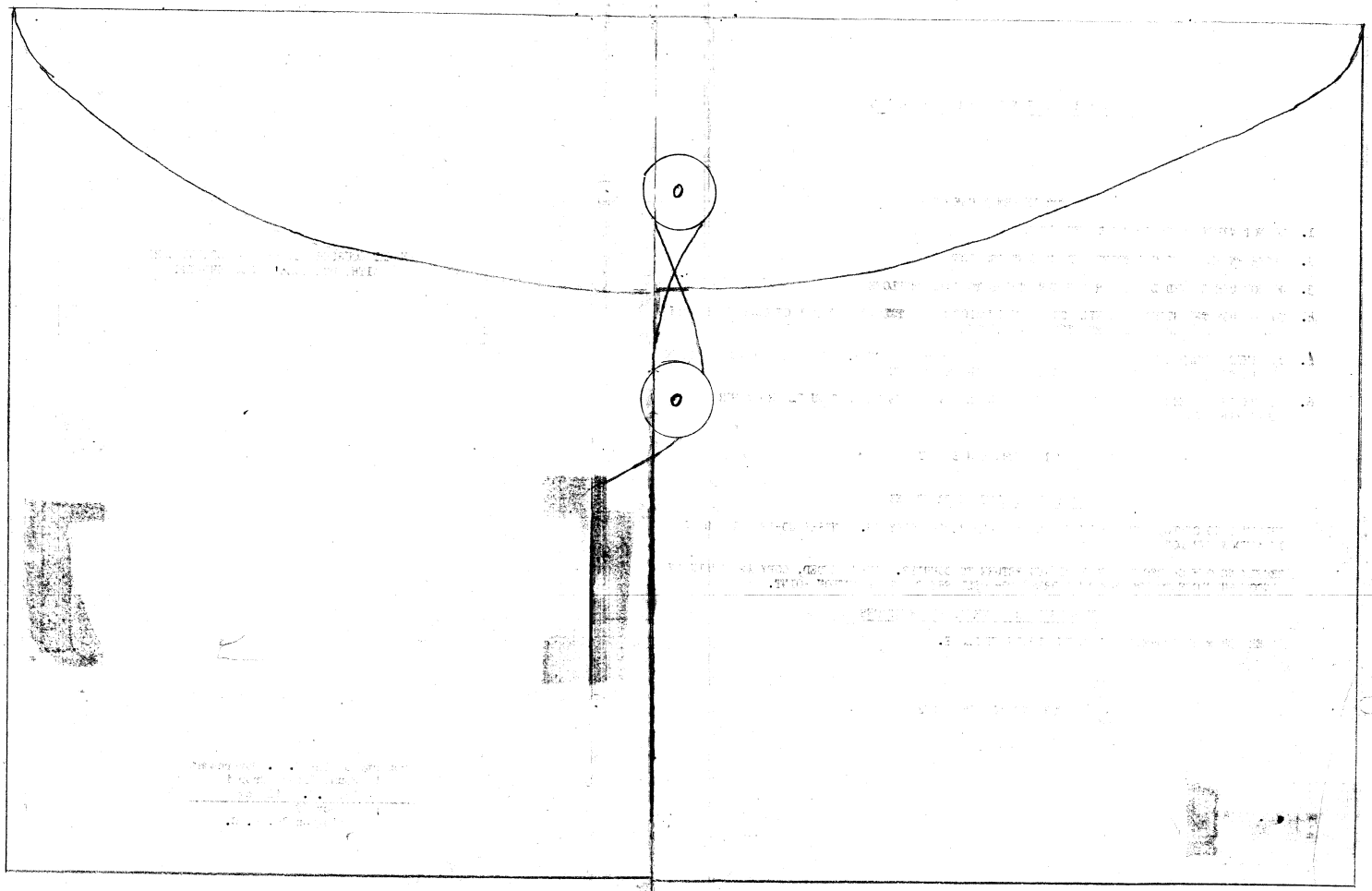

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Please address fully, showing addressee's FLOOR and NAME or DEPARTMENT. Incorrectly or insufficiently addressed mail will be delayed.

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TIME Inc.

FOR INTER-OFFICE USE ONLY

Floor	Name or Department	Floor	Name or Department